

Prospectus

**Leiden University
Dual PhD Centre**



Prospectus pre-PhD programme

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Universiteit
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Dual PhD Centre

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PREFACE

Dear dual PhD candidate,

Welcome to the Dual PhD Centre!

Obtaining a PhD is a major achievement. Combining a PhD project with a job or job experience outside of academia creates unique challenges and requires special conditions, especially when the research questions are derived from one's professional practice. The dynamic between academic research and profession constitutes the main theme of the dual doctoral programme. The Dual PhD Centre serves all academic disciplines and collaborates closely with the graduate schools of Leiden University and other departments such as the University Training Department and the Study and Student Support Department.

In this brochure, you will find an overview of the pre-PhD programme of Leiden University Dual PhD Centre¹. A PhD candidate at the Dual PhD Centre typically starts in the pre-PhD phase, unless it is evident that the PhD candidate possesses the necessary academic skills and knowledge. During the pre-PhD phase, the dual PhD candidate will work on the development of a comprehensive research proposal and will participate in various courses. Together with the advisors of the Centre, the most suitable academic embedding will be determined, after which a prospective academic supervisor (in Dutch: promotor) will be approached. Only after successful completion of the pre-PhD phase, a dual PhD candidate can enter the PhD phase in which the research plans are executed.

An important part of the pre-PhD phase consists of the acquisition of relevant skills and knowledge for successfully completing a PhD. The pre-PhD programme is specifically developed for dual PhD candidates. The likelihood of success is increased, risks are minimized. The education programme is comprised of mandatory state-of-the-art courses, and several electives which the dual PhD candidate can attend, depending on personal interests or needs.

Once you are enrolled in the dual PhD programme, you will receive a weekly newsletter with upcoming meetings, tips, and other announcements. We would also like to refer to our website (leidenuniv.nl/dualphd) and our brochures. There you will find more information about the dual PhD programme, such as the academic supervisors, the mission of the Centre, our standard on quality and integrity, our pedagogy, fellow PhD candidates, employees, etc. If you have any questions or wish to contact one of the staff members, please contact the office management by sending an email to dualphd@fgga.leidenuniv.nl or by calling +31 70 800 9589.

Sincerely,

Dr. Johannes Magliano-Tromp
Director of Leiden University Dual PhD Centre

¹ previously called in Dutch: Centrum Regionale Kennisontwikkeling - CRK

It is the responsibility of dual PhD candidates to read and become familiar with the content of the prospectus and the weekly newsletter sent by e-mail.

1. STRUCTURE OF THE PROGRAMME

1.1 Orientation Phase, Pre-PhD Phase and PhD Phase

The Dual PhD Centre recognizes that obtaining a PhD comes in several stages. It is a process, which often comes with unforeseen circumstances, the need for adjustments, and insights that improve the project. The PhD trajectory at the Dual PhD Centre therefore distinguishes various phases, with later stages building on the previous stages.

When you enter the Dual PhD programme, you will first start with the Orientation Phase. In this phase, initial research ideas are further developed. New PhD candidates can enrol all year round.

The pre-PhD phase is expected to take one year with a maximum duration of two years. During this phase, the PhD candidate develops a research proposal. Moreover, the candidate takes part in the education programme that consists of compulsory state-of-the-art courses and electives and is individually coached by advisors of the Centre. The research proposal is also discussed with the director of the Centre. If the proposal is accepted, a prospective academic supervisor ("promotor" in Dutch) is identified and the candidate enters the PhD phase.

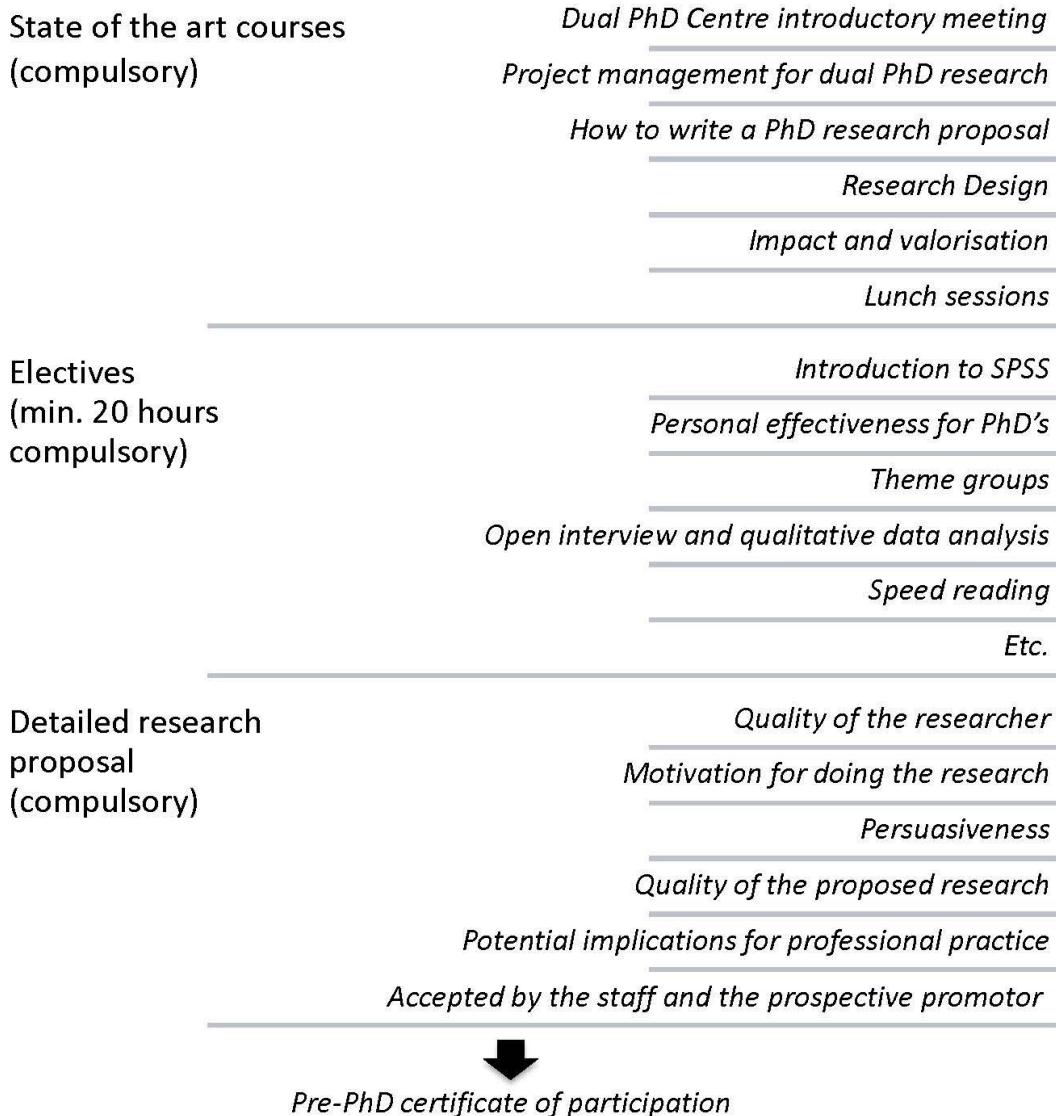
During the PhD phase, which takes about three to four years, the research proposal is implemented and the thesis is written. The candidate will be coached by his/her own academic supervisor and advisors of the Dual PhD Centre. Special attention will be devoted to establishing optimal working conditions that have the consent of all parties involved, the PhD candidate, the academic supervisor(s), the employer, and the Dual PhD Centre.

Figure 1 on the next page provides an overview of the phases.

Figure 1. Phases of the dual PhD programme

1. Orientation phase: max. 3 months
Intake with the director of the centre, modeling research ideas

2. Pre-PhD phase: 1-2 year



3. PhD phase: +/- 3 years
Execution of research plans, editorship, conferences, coaching and evaluation by academic supervisor and staff of the centre

2. THE ORIENTATION PHASE

When you are seriously considering to pursue a PhD at Leiden University, make sure to send a preliminary research proposal and a CV to the Dual PhD Centre. A model for developing a dual PhD proposal can be found in Chapter 5. After you have submitted the relevant information, you will be invited for an initial discussion about your plans with a staff member of the Centre. After this initial discussion, you will be invited for a formal introductory meeting with the director of the Centre. If all the conditions for entering the programme are met, you will be registered and start with the Orientation Phase, which typically takes between 1 and 3 months. In this phase, the following elements are particularly relevant:

2.1 ULCN account

New PhD candidates will be enrolled in the university system as guest employees. The enrolment comes with an ULCN account of Leiden University. The account enables you to access all the facilities you might need during your research, including university computers and the library. Moreover, you will receive an university e-mail account which includes an u-mail box and a faculty mailbox. We advise you to forward your u-mail to your faculty mailbox.

2.2 uAccess

uAccess provides access to Account Self Service, in which you can change your password and update your profile, and which allows you to access uPrefs, in which you can request your LU-Card (<https://uaccess.leidenuniv.nl/>). The LU-Card is your Leiden University identity card and the library card of the Leiden University Libraries. It provides access to buildings, parking lots, and bicycle parking. Obtain your LU-Card by logging in to uAccess – Uprefs and by uploading your passport portrait photo within the menu option ‘Personal data’.

2.3 University libraries

Dual PhD candidates are automatically registered for library membership. Leiden University has a central library as well as several departmental and institute libraries. All Leiden University Libraries' holdings can be found in one online Catalogue (<http://catalogue.leidenuniv.nl/>). Here, you log in with your ULCN account and submit a request to borrow an item. You can choose from various pick-up locations. You then need your LU-Card to pick up the requested items. There are also electronic resources which can be accessed worldwide by students and staff of Leiden University.

2.4 Blackboard

Blackboard is the university's digital learning environment (www.blackboard.leidenuniv.nl). You will need your ULCN account to log in. The Dual PhD Centre has its own area within Blackboard. It contains a large amount of information about the various phases of a PhD trajectory and about academic skills. To enrol for the Blackboard area/page of the Centre, go to the tab “Courses” and open the “Course Catalogue” (module on the right), open “Faculteit Governance and Global Affairs”. Search the entire catalogue on “Dual PhD Centre”. Select the course “Dual PhD Centre”. Click on the chevron behind “ID” and select “Enrol”. Confirm your enrolment and click “Submit”. You now have been registered to the Blackboard site. Go to the tab “My Institution” at the top of your screen. This is Blackboard's home page after login.

2.5 Flexible workplaces, Wi-Fi, and the Kees Schuyt library

At the Dual PhD Centre, flexible workplaces with university computers are available for the PhD candidates at the fourth floor. The Centre is open Monday to Friday from 8.00 till 21.00. On each computer standard software, such as Microsoft Office, SPSS, Endnote, and Skype, are installed. Computers can also contain specialized software such as Atlas.ti, F4 or EQS. Office supplies are available. The Kees Schuyt library (A3.01) serves as a meeting room. The books in the library are available for loan to dual PhD candidates. If you want to use the Kees Schuyt library, please inform the office management of the Dual PhD Centre. Moreover, you will receive your own personal coffee card and you can request a locker for your books.

The University has two Wi-Fi networks: Eduroam (secure) and Leiden University (not encrypted). The Leiden University network is also referred to as Leiden University Wireless Access (LUWA). Your ULCN account gives you access to both networks.

2.6 Working remote from home

The Remote Workplace allows you to make use of most of the software available at your workplace. In addition, you can easily access your personal documents on the University network, including the workgroup and department folders for which you have right of access. To be able to access the Remote Workplace you need an ULCN account and you have to download Citrix Receiver.

Remote link: <https://remote.campus.leidenuniv.nl>.

Manual: <http://issc.leiden.edu/ict-staff/manuals/remote-work-place.html>.

As a University employee you can purchase hardware and software for home use at a discount from SURFspot. You can access SURFspot with your ULCN account. SURFspot is an online ICT store for educational purposes: <https://www.surfspot.nl/>.

You can synchronise your work mail and calendar with your own laptop, desktop, tablet or smartphone. This also helps accessing your account when you are away from the physical workplace.

2.7 Starters group meetings

This series of meetings focuses especially on candidates who are at the beginning of their dual PhD project. Dual PhD candidates who are in the orientation or pre-PhD phase are often confronted with similar questions, challenges and problems. This may concern practical issues, such as 'how does the education programme work?' or 'what does the process of finding a suitable supervisor look like?'. It may also concern research related concerns, such as 'how do I come up with the right research questions?' or 'what does it mean to conduct an efficient literature review?'. Starters group meetings provide a platform and sounding board for candidates who are in the first couple of months of their PhD trajectory.

3. THE PRE-PHD PHASE

The Pre-PhD phase comes with a further commitment to the PhD project and the Dual PhD Centre. During the Pre-PhD phase, you will follow a PhD education programme that is focussed on creating awareness of the essential knowledge and skills to pursue a PhD. You will also receive intensive coaching from staff members of the Dual PhD Centre. At the end of the pre-PhD phase, you will have completed the required modules, you will have further developed your research proposal, and you will have a promotor. During the Pre-PhD phase, make sure to consider the following:

3.1 Standard agreement & PhD regulations

At the start of the pre-PhD phase, a standard agreement is signed by the candidate, the employer, and the Dual PhD Centre. There are two types of agreements: with an employer and without an employer. The agreement describes the goals and workings of the dual programme. Furthermore, it focuses on the specific requirements of the dual PhD candidate, such as the participation fee to be paid annually by the candidate and/or employer from the start of the pre-PhD phase. If you would like to survey the agreement in advance, you can request it at the office management. The agreement complements the general PhD regulations of Leiden University. The PhD regulations state who can be enrolled for a PhD, the functions of the (co) promoter and the requirements for thesis acceptance. The PhD regulations can found on: <http://reglementen.leidenuniv.nl>.

3.2 Individual coaching & intervision

A dual PhD candidate discusses his or her progress with advisors of the Dual PhD Centre on a regular basis. It is recommended to consult staff members about the research proposal, the methodology before data collection, data-analysis, etcetera. In general, the PhD candidate takes the initiative to plan a meeting via the office management. Moreover, there are official semi-annual evaluation interviews with the director of the Centre. Besides to individual coaching, the progress of the dual PhD candidates is discussed during various meetings, such as lunch sessions and theme groups. During these ‘intervision meetings’, a doctoral candidate presents his or her research to the group of PhD candidates and the staff of the Centre. These meetings also serve to discuss general academic issues such as academic integrity, copyright, and the development of a research question. Guest speakers may join every now and then.

3.3 PhD TRACK monitor and the progress evaluation interview

In order to optimize the support of the PhD candidates, the Centre makes use of a digital monitoring system, called PhD TRACK. This system allows to systematically evaluate and organize the progress of PhD candidates. Moreover, it contributes to the accountability of the Centre and offers the opportunity to study the long-term effects of the dual PhD programme.

Each new dual PhD candidate will receive a personal PhD TRACK account. Candidates can access their account on our PhD TRACK website (crk.phdtrack.nl). In this online personal account candidates are asked to keep all their information updated: completed courses, documents such as articles/publications/ chapters, conference visits, etc. Candidates will be asked on a semi-annual basis to fill in a self-assessment. This provides the opportunity to self-evaluate progress. The information in PhD TRACK will serve as input for the crediting of the pre-PhD certificate of participation and the semi-annual progress evaluation interview with the director of the Centre and a second staff member.

During this evaluation, your progress in the PhD process will be discussed and it will be assessed whether the PhD trajectory will be continued. An automatically generated reminder to fill in a self-assessment will be sent to the candidates on beforehand. This reminder will also instruct candidates to schedule an appointment with the director by contacting the office management.

3.4 Dual PhD education programme

Education contributes to the scientific quality of research. The dual PhD programme is based on the needs of dual PhD candidates and on academic insights regarding failure and success factors in PhD trajectories. Within the education programme, a number of designated compulsory state-of-the-art courses and meetings are offered (see 4. Overview of the Education Program). PhD candidates will obtain skills that are considered crucial for PhD research and for achieving proficiency in research. All compulsory courses are organized by the Dual PhD Centre. The sessions take place mostly on Friday or Thursday afternoon. Prior to each course, an email notification will be sent to all dual PhD candidates. Courses will also be mentioned in the weekly newsletter. In addition, there are electives from which PhD candidates can choose (see 3.5, 3.8 and 3.9). At least 20 hours must be spent on electives in order to successfully complete the pre-PhD phase of the dual PhD programme.

3.5 PhD research proposal

During the pre-PhD year, dual PhD candidates work to complete their research proposal. If needed, they receive intensive coaching. At the end of the pre-PhD phase, the research proposal is submitted to the director of the Centre. Together with two other academic staff members, the research proposal will be evaluated. Considerations are: Does the research proposal have potential? Is it feasible and original? And how do the research ideas relate to the candidate's own educational and professional background, to the academic disciplines of the graduate schools of Leiden University, and to the expertise of one of the Leiden University professors? When the research proposal is accepted, it will be submitted to a suitable academic supervisor. The Dual PhD Centre attaches great values to the judgment of the prospective supervisor, and in most cases, a rejection of the proposal by the supervisor means a rejection by the Dual PhD Centre.

When you start to work on your research proposal, you may want to take the following into consideration:

- Consider a consistent citation method and layout.
- Check out the PhD portal of Leiden University: <http://phd.leiden.edu/>.
- Make daily back-ups of all your files and code them by date.
- Consider the format of your dissertation: articles or a comprehensive monograph.
- University toolbox 'Finding Scholarly Information': www.library.leiden.edu/help/toolbox/. It consists of information on the Catalogue, Using and Citing, Scholarly Publishing, Starting a Thesis, etc.
- You can register your research topic at Narcis: <http://www.narcis.nl>.

3.6 Pre-PhD certificate of participation

At the end of the pre-PhD phase, when a PhD candidate has successfully finished the education programme and has written a detailed research proposal, a 'Pre-PhD certificate of participation' is granted. All courses and meetings are also freely accessible for dual PhD candidates in later stages of their PhD trajectory.

4. THE PHD PHASE

During the PhD phase the candidates conducts the research as described in the proposal under the supervision of one or more full professors at Leiden University (“promotors”), additional academic staff (often referred to as “daily advisors” and “co-promotors”), and the staff members of the Dual PhD Centre. The candidate will continue to have semi-annual progress evaluation meetings with the director of the Dual PhD Centre and the coaching staff member of the Dual PhD Centre. The Dual PhD Centre can mediate between the candidate and the promotor(s) or the employer if issues arise. The candidate is also encouraged to continue to attend the Friday lunch meetings at the Dual PhD Centre and the theme group meetings. At the finishing stage of the PhD trajectory, the candidate will be invited to join the “front-runners group”, a theme group that discusses the final stages of the PhD track. For the PhD phase, it is of importance to be aware of the following elements:

4.1 Promotor and co-promotor

Full professors and increasingly associate professors have the *ius promovandi*, i.e. the right to grant a candidate a doctorate. In the Netherlands, a full professor or associate professor with *ius promovandi* is referred to as promotor. The promotor acts as academic supervisor and also evaluates the quality of the doctoral research. At the final states of the PhD project, the promotors initiates the formal reviewing process that will lead to the public defense of the dissertation. The role of the promotor is formally described in the PhD regulations of Leiden University (The PhD regulations can found on: <http://reglementen.leidenuniv.nl>).

A PhD project is typically supervised by one or more promotors. But oftentimes, a doctoral candidates receives more frequent advising from an academic staff member (typically an assistant or associate professor) who is part of the research group of the promotor. This so-called “daily advisor” also acts as co-promotor, a formal role in the graduation process that recognizes the academic contribution in the advising of the PhD project. The position of the co-promotor is also described in the PhD regulations of Leiden University.

4.2 Graduate schools

All PhD programmes at Leiden University are organized in graduate schools. During the PhD phase, dual PhD candidates have to be enrolled in the graduate school of the faculty/institute of their academic supervisor. For more information:

<https://www.universiteitleiden.nl/onderzoek/promoveren>.

4.3 The ‘Front-runners’ group

During the last phase of the dual PhD trajectory, PhD candidates will take part in the ‘Front-runners’ group of the Centre. This theme group acts as a stimulating ‘sounding board’: participants meet every two weeks to discuss progress, to share insights, challenges or any other topic of interest. NB. This theme group will not be part of the pre-PhD phase.

5. OVERVIEW OF THE EDUCATION PROGRAMME

If you have any questions about the education programme, please send an e-mail to:
dualphd@fgga.leidenuniv.nl.

5.1 State of the art courses and sessions at the Dual PhD Centre

State of the art: Dual PhD Centre introductory meeting (opening academic year)

<i>Teacher(s):</i>	TBD
<i>Period:</i>	First Friday of September
<i>Language:</i>	Dutch
<i>Workload:</i>	Half day, no preparation
<i>Compulsory:</i>	Yes
<i>Objective:</i>	Participants learn about the background of the Centre, the PhD process within the Centre, academic integrity, experiences of fellow doctoral candidates, and the added value of conducting a dual PhD.
<i>Method & content:</i>	A distinguished academic of Leiden University provides a lecture on do's and don'ts for dual PhD candidates and the bridging of academia and practice. The introductory meeting will also be used to introduce the dual PhD programme of the Centre. Three of our dual PhD candidates share their experiences of conducting a dual PhD. The afternoon will be closed with drinks.

State of the art: How to write a PhD research proposal

<i>Teacher(s):</i>	Pieter Slaman, Charlotte de Roon, Mark Dechesne, Willem Koetsenruijter and an academic writing expert
<i>Period:</i>	Biennial - October and February
<i>Language:</i>	Dutch (if necessary in English)
<i>Workload:</i>	One and a half days and online preparation (+/- 6 hours)
<i>Compulsory:</i>	Yes
<i>Objective:</i>	This course trains participants in writing a high quality PhD research proposal. Participants will acquire the relevant knowledge and skills to write an introduction section, to conduct an in-depth literature study, to formulate research questions and to write an academic text. It discusses the basic components and structure of a PhD proposal, covers referencing, improves reasoning skills, etc.
<i>Method & content:</i>	The first afternoon will focus on writing the introduction section of a PhD proposal and on doing a literature review. The second afternoon will be guided by dr. Willem Koetsenruijter, an expert in academic reasoning, and by an expert in academic writing (TBD).

State of the art: Project management for PhD research

<i>Teacher(s):</i>	Ruben Verheul, MSc
<i>Period:</i>	Biennial - November and May
<i>Language:</i>	Dutch (if necessary in English)
<i>Workload:</i>	One and a half day, and preparation
<i>Compulsory:</i>	Yes
<i>Objective:</i>	'Failing to plan is planning to fail.' Experience shows this to be true for dissertation projects. Often, PhDs suffer from a lack of foresight: many of them run out of time. This problem can, in part, be solved by proper planning and monitoring. In this course, project management theory and practice are applied to the tasks facing PhD candidates. Participants will interactively familiarise themselves with the principles and techniques of project management, translate these into a (revised) research plan, and learn to generate feedback about its implementation.
<i>Method & content:</i>	Prior to commencing the course, participants are expected to submit their research proposals and, if possible, their (preliminary) plan. During the course, they will familiarise themselves with key project management concepts and planning techniques, both from a theoretical and practical point of view. These insights will be translated into a (revised) plan, which will be finalised and submitted between day one and day two of the course, and will subsequently be discussed in class.

State of the art: Research Design

<i>Teacher(s):</i>	TBD
<i>Period:</i>	January
<i>Language:</i>	Dutch (if necessary in English)
<i>Workload:</i>	Two half days and preparation
<i>Compulsory:</i>	Yes
<i>Objective:</i>	Participants learn about the philosophical foundations of scientific research, about various research designs, data collection, data processing, and reporting. Scientific integrity constitutes an integral part.
<i>Method & content:</i>	Short lectures.

State of the art: Impact and valorisation

<i>Teacher(s):</i>	Jorrit Smit (LURIS) and a science journalist
<i>Period:</i>	March
<i>Language:</i>	Dutch (or English)
<i>Workload:</i>	Half day and preparation
<i>Compulsory:</i>	Yes
<i>Objective:</i>	Obtaining a doctorate is an academic achievement. However, it does not guarantee that the dissertation will have significant impact on broader societal context, and will lead to scientific progress, social change and knowledge transfer. During this workshop with dr. Stefan de Jong and a prominent science journalist, attention is paid to impact and valorisation in the context of PhD research. Central questions: are dissertations supposed to generate impact? Is it an essential goal of doctoral research? And if so, how can the chances of impact and valorisation be optimized? By choosing a trendy topic? Or by performing research in collaboration with end-users? By presentations about your work? Blogs maybe?
<i>Method</i>	
<i>& content:</i>	After a short lecture of dr. de Jong about valorisation of scientific knowledge, a prominent science journalist will introduce some practical guidance on how to maximize impact. Moreover, it is expected that each participant prepares a pitch on the practical value and impact of his/her research. The pitch must be designed according to the Three Minute Thesis (3MT) principle. During the course, a number of participants are asked to present their pitch to the group.

State of the art: Lunch sessions

<i>Teacher(s):</i>	Sessions are guided by the staff of the Centre
<i>Period:</i>	Every Friday from 12.30 till 13.30
<i>Language:</i>	Dutch (if necessary in English)
<i>Workload:</i>	One hour per lunch
<i>Compulsory:</i>	At least 9 lunches per college year
<i>Objective:</i>	Part of the education programme is the weekly PhD lunch at the Dual PhD Centre, for which all dual PhD candidates and staff are invited. These lunches are about information sharing and debate.
<i>Method</i>	
<i>& content:</i>	During the lunch, a dual PhD candidate presents the progress of his or her investigation to the group of PhD candidates and the staff of the Centre. Also, specific topics are discussed, such as academic integrity, copyright and the preparation of a research question. Every now and then external guests will be invited. Once every six weeks, a supervisor joins, sharing his or her experiences as a promoter and presenting do's and don'ts for dual PhD candidates.

5.2 Electives organized at the Dual PhD Centre

ELECTIVE: Theme groups

A theme group consists of dual PhD candidates whose research relates to a particular theme. The theme group offers the opportunity to discuss research methods, state of affairs in the academic discipline, the exchange of insights and experience, the invitation of experts, etc. Furthermore, the progress of each of the participants is discussed. Theme groups get together once every six weeks under the guidance of a theme group coordinator. Meetings will take approximately 1,5 hours. The currently existing theme groups are:

- Education and social interventions;
- Law;
- History;
- Global Affairs;
- Policy.

The formation and organization of theme groups depends on the number of participants and research themes within the Centre. At the start of the pre-PhD phase, each dual PhD candidate is free to decide whether or not to participate in theme groups. Theme groups can thus be used as an 'elective' for the pre-PhD certificate.

ELECTIVE: Introduction to SPSS

<i>Teacher(s):</i>	Kees Verduin or Mark Dechesne
<i>Period:</i>	April
<i>Language:</i>	Dutch or English
<i>Workload:</i>	+/- 11 hrs: three classes of three hours and preparation
<i>Compulsory:</i>	No, optional
<i>Objective:</i>	Participants become acquainted with SPSS in order to use it for basic statistical analysis.
<i>Method & content:</i>	1) Creating and reading data files, descriptive statistics 1, 2) descriptive statistics 2, data transformation, data manipulation, 3) importing Excel and text files, testing averages, 4) analysing the relation between categorical variables and numerical variables.

Elective: Personal effectiveness for PhD's

Teacher(s): Emile Dingjan

Period: June

Language: Dutch

Workload: Two meetings of three hours

Compulsory: No, optional

Objective: This workshop aims to increase the personal effectiveness of PhD candidates. It does so by addressing the following three themes: ambitions (goals, boundaries, flexibility), stress management (awareness, effects, coping styles), and self-management.

Method

& content: Introduction to a specific theme, intervention and practical exercises.

Elective: Endnote

Teacher(s): Els Koeneman (UB)

Period: TBD

Language: Dutch

Workload: +/- 3 hrs

Compulsory: No, optional

Website: <http://www.library.leiden.edu/help/help/general-courses.html#endnote>

Objective:

This basic course is intended for all students who are about to write a thesis, for Ph. D.-students, and staff members. Build your own bibliographic database with EndNote. The focus will lie on manual input, the practicing of importing references from catalogues and databases. Furthermore we will produce a document complete with footnotes and a bibliography, of which we can adjust the layout to output styles. Some knowledge of searching in databases is preferred and experience with Word is a must!

5.3 Organizing your own thematic meeting

At the Dual PhD Centre, it is possible to organize your own thematic meeting, supported by the staff of the Centre. Do you have an interesting idea for a meeting? Please inform the staff.

5.4 Bachelor / master courses

Via the Dual PhD Centre, candidates can attend courses at bachelor or master programmes of Leiden University, pending approval of the educational programme officers. An overview of all courses can be found in the e-prospectus of Leiden University: <https://studiegids.leidenuniv.nl/en/>.

5.5 Electives for PhD candidates organized by Leiden University

Besides the state of the art courses at the Dual PhD Centre, dual PhD candidates have the chance to follow other, optional, courses at Leiden University. Most of these courses are organized by the HRM department of Leiden University. Graduate schools also organize courses for the PhD's of their faculty and the University Library offers various workshops. Below you find a list of the courses that are presented at the website of HRM, which take place at least once every academic year. The courses fall into various categories, such as research skills, personal development, working effectively and communication.

NB. The courses may change over time. A more detailed overview and description of the courses can be found on website of Leiden University: <https://www.staff.universiteitleiden.nl/courses>.

NB. Courses are popular and often fully booked within a short period of time. If you are interested in a course and you want to enrol, please contact dualphd@fgga.leidenuniv.nl.

- Data- and Project Management for PhDs
- Academic Writing for PhDs
- Colloquia Writing Clinic
- Introduction into Entrepreneurship for Academics
- Open interview and qualitative data analysis for PhDs
- Qualitative Research Methods | Introductory Course PhD-candidates
- Scientific Conduct for PhDs
- Presenting skills for (young) researchers
- Project management skills for doctoral research
- Knowledge exchange and impact
- Intellectual Property
- Writing for a wider public for PhDs
- Job interview skills for PhDs
- Introduction to teaching for PhD candidates
- Academics and (social) media
- Communication in Science for PhDs
- Intercultural communication
- Effective Communication for PhDs
- Networking skills for young scientists
- Negotiating for PhDs

- Public speaking
- Competences and motives for PhDs
- Time management and self-management for PhDs
- Health Coach Programme®
- Personal development | Communication
- Speed reading
- Improve your memory
- Mind Mapping
- Empirical Research Methods in Law (Graduate School FdR)
- Philosophy of Science for Lawyers (Graduate School FdR)
- Pitfalls for advanced writers of Academic English (Graduate School FSW)
- Five-minute talks (Graduate School FSW)
- How to survive a conference (Graduate School FSW)
- Word order (Graduate School FSW)

6. MODEL FOR DEVELOPING A DUAL PHD PROPOSAL

I. General

- This document contains a model to develop a dual dissertation proposal. Use the headings depicted below for your own proposal. Please use page numbers.
- This model can also be helpful in the early stages of the PhD track. Of course, in this case, the document can only be partially filled out and several items will remain blank.
- Describe your current ideas as briefly and concisely as you can. At this early stage, your ideas may not have fully developed yet. Dual PhD candidates often find that research questions from professional practice are not easily linked to an academic field and/or supervisor. In due course, this can be further developed in close collaboration between the candidate and the Centre.
- Software for publishing and managing bibliographies, such as Endnote, can be very helpful.
- The proposal can be submitted in Dutch or in English.
- The research proposal may not exceed 3000 words.
- The PhD proposal should be submitted to Dr Johannes Magliano-Tromp, director of the Dual PhD Centre, via email: dualphd@fgga.leidenuniv.nl.
- During the development stage of your research proposal you can request an orientation meeting with a staff member of the Dual PhD Centre. You will need to provide at least several pages of your initial idea or a short sketch of your research proposal, your CV and a sample of your earlier academic work (see section III, Appendices).

II. Dual PhD proposal

1. Personal information dual PhD candidate

Name, address, telephone, email, academic qualifications.

2. Date of submission

3. Employer

Name, address, function, terms of employment.

4. (Working) title of research project

What are the key words that you will use to describe your proposal?

5. Abstract

Provide a brief summary of the research proposal.

6. Introduction

Motivation and relevance of the proposal considered from the *current state of professional practice and/or field, and/or literature*:

- What topic are you studying in which context? [context & immediate cause]
- What is the problem? [researchable problem statement]

- What is your main research question? [research question(s) and research goals]
- What difference do you think your research will make [relevance]?

7. Theoretic foundation

Summary of relevant literature on which the research is based:

- What is known regarding the research question? How does your work link to the work of others in the same or related fields? [literature review]
- What is not known regarding your research question? [gaps that will be filled]
- What are your ideas regarding the unknown? [expectations/hypotheses to be tested]

8. Research methodology

The research methodology used to address the main research question(s) and to test the hypotheses:

- How are you planning on investigating your ideas regarding the unknown?
- Will you use existing theories, new methods/approaches or develop new methods/approaches?

9. Schedule

Planning of the research in time, taking into account interaction with professional practice, available time from work, and available private time, per PhD track phase (see the website for a description of the three phases).

10. Supervisor (optional)

Provide suggestions for one or more potential supervisor(s).

11. Bibliography

Literature references in accordance with an academic standard (e.g. APA, Harvard, etc.):

- What work of others have you read and used throughout your proposal?
- What kind of reference style is most often used in your subject area?

III. Appendices

- Curriculum Vitae
- Sample of academic writing (previously written paper or thesis, that shows your academic capabilities).

IV. Literature suggestions for designing a research proposal

- Bryman, A. (2012). *Social research methods*. New York: Oxford University Press.
- Creswell, J.W. (2009). *Research design. Qualitative, quantitative, and mixed methods approaches*. Los Angeles: Sage.
- King, G., Keohane, R.O. & Verba, S. (1994). *Designing social inquiry. Scientific inference in qualitative research*. New Jersey: Princeton University Press.
- Start early with data management planning. Read more on the library website of Leiden: <https://www.library.universiteitleiden.nl/research-and-publishing/datamanagement>.

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